National Interagency Support Cache Procedure

Interregional Handling of Medical Kits

2003

1) Affected Kits

   a) NFES 1760 (Kit, First Aid, 100-Person)
   b) NFES 1835 (Kit, First Aid Station, 500+ Person)
   c) NFES 1617 (Kit, Litter)
   d) NFES 1727 (Kit, Trauma)
   e) NFES 1728 (Kit, Oxygen)

2) General Inventory and Issue Rules

   a) Northern Rockies Cache shall be the sole-source vendor of the identified kits.

   b) Northern Rockies Cache shall issue kits to Caches (herein known as "Custodian") on Cache Restock orders.

   c) The "Custodian" shall receipt kits into inventory and manage per normal business procedures.

3) NFES 1760 Rules For Custodian

   a) Inventory and process as a consumable item, in the same fashion as NFES 0067, NFES 1143 and NFES 1604, including refurbishment if so desired.

   b) Unused NFES 1760 shall be returned to Northern Rockies Cache for updating (which includes replacement of expired items).

   c) NFES 1760 **shall be issued**, not transferred, from Cache to incident or project.

4) Rules For NFES 1835. NFES 1617, NFES 1727, and NFES 1728 Orders From Incident or Project

   a) Step 1: "Custodian" receives original resource order from incident or project.

   b) Step 2: "Custodian" *transfers* **the kit back to the Northern Rockies Cache**.

   i) Caches using ICBS

   (1) **Execute** the ICBS (or equivalent) function for **Cache-to-Cache Transfer**:

   (a) Record the **incident order number, account code, request number and kit number (when applicable)** for the ordering incident or project on the **Comment** line.

   (b) Produce a **Transfer Issue Document** for this transaction.

   ii) **Cache** not **using ICBS**

   (1) Completes an appropriate process to transfer the kit(s) to NRK.

   (2) In lieu of any document produced by the transfer process, complete the enclosed **"Resource Order – Medical Kit Transfer"** form in full.

   (a) Sending Unit = "Custodian" Cache Restock account.
   (b) Receiving Unit = Ordering Incident or Project.
   (c) Request Number ("S" number) assigned by the Receiving Unit incident.
   (d) NFES Number.
   (e) Accurate description, including kit numbers when applicable.

(f) Correct unit of issue.

(g) Quantity.

c) **Step 3: "Custodian"** _forwards documentation_ **to the** <u>Northern Rockies Cache</u>.

i) A copy of the <u>**Transfer Issue Document**</u> for the **Cache-to-Cache Transfer** (ICBS Caches) or the completed "**Resource Order – Medical Kit Transfer**" (non-ICBS Caches).

ii) A copy of the <u>**original** Resource Order</u> from the incident or project, **with the name of the qualified individual (MEDL, IMSM OR IMSA) or medical care provider legibly written on it.**

iii) Documentation **shall be forwarded to Northern Rockies Cache** no later than 24 hours following the transfer.

iv) **"Custodian" shall remain fully accountable for all costs of the transferred material until all relevant documentation is received and processed by NRK**. Once the documentation is processed and all queries are satisfied, cost accountability will shift to the Receiving Unit.

v) Transfer documentation must be received and processed by Northern Rockies Cache prior to the return of the affected kit(s).

d) **Step 4: <u>Northern Rockies Cache</u> _transfers_ the kit <u>from</u> the original Cache Restock account <u>to</u> the ordering incident or project.**

i) The ICBS function for **Incident-to-Incident Transfer** will be executed.

(1) The original Cache Restock order is credited as a Return RFI (Ready-for-Issue).

(2) An issue is made to the transferee incident or project.

ii) A **Transfer Issue Document** will be produced.

e) **Step 5: Northern Rockies Cache forwards (via fax) a copy of the <u>Transfer Issue Document</u> to the "Custodian" and/or the recipient incident or project.**

f) **Step 6: Incident or project returns the kit to the Northern Rockies Cache** via the most direct means possible _per normal procedures_.

i) If the return is via the "Custodian" which shipped the kit originally, that "Custodian" shall not record a return from the incident or project.

ii) The **Way Bill** shall note the incident number, account code and original request number (if possible) from whom the kit is being returned.

iii) The return will be credited by **Northern Rockies Cache** to the transferee incident or project's account, as appropriate.

iv) Any refurbishment charges shall be debited to transferee incident or project's account code directly by Northern Rockies.

g) **Step 7: No transfers permitted between Caches.** This provides the cleanest audit trail, and minimizes the number of transactions required.

5) **Rules For Kit Returned Unused From Incident/Project to Custodian Cache.**

a) **Step 1:** Custodian Cache informs Northern Rockies Cache about the return.

    b) **Step 2:** Northern Rockies Cache will reverse step 4 by performing an Incident-to-Incident Transfer from the customer incident/project to the Custodian Cache.

    c) **Step 3:** Northern Rockies Cache forwards (via fax) a copy of the <u>Transfer Issue Document</u> to the "Custodian" and/or the recipient incident or project.

    d) **Step 4:** The Custodian Cache will receipt the returned kit back into stock.

6) **Impacts and Effects**

    a) "Custodian" performs **one** transaction: Cache-to-cache transfer.

    b) "Custodian" produces **one** computer-generated document: Transfer Issue Document.

    c) "Custodian" forwards (faxes) **two** documents: Copies of the original resource order and the transfer issue document.

    d) "Custodian" simply waybills the kit's return if it is returned through them.

    e) NRK performs **one** transaction: Incident-to-incident transfer.

    f) NRK produces **one** computer-generated document: Transfer Issue Document.

    g) NRK forwards (faxes) **one or two** documents: Copies of the Transfer Issue Document to the "Custodian" and/or the recipient incident or project.

    h) NRK records the return and refurbishment actions, and generates the requisite documentation.

    i) NRK submits any reimbursement information when required.

    j) For the "Custodian", this process figuratively decreases inventory, and closes document loop for the original pre-positioning.

    k) For NRK, this process figuratively increases inventory, closes the document loop for the original prepositioning, and creates a single issue to the recipient incident or project.

    l) The correctly completed transfer documents serve as the accounting justification for charges to the incident or project.

    m) On completion of these actions, records will show a return of the kit from the Custodian and a single issue of the kit to the incident or project.

Resource Order – MEDICAL KIT TRANSFER

Sending Unit		Receiving Unit	
Incident Number	Accounting Code	Incident Number	Accounting Code
Incident Name	Jurisdiction/Agency	Incident Name	Jurisdiction/Agency
Contact Name	Phone Number / Fax Number	Contact Name	Phone Number / Fax Number

Transferred

Request Number	NFES Number	Description	Unit Issue	Quantity	Date Sent